



**Town of Nantucket  
Request for Out-of-State Travel**

Department: \_\_\_\_\_

Person(s) Traveling: \_\_\_\_\_

Date(s) of Travel: \_\_\_\_\_

Purpose of proposed travel: \_\_\_\_\_

*Registration forms and any other travel information must be attached.*

Actual or Approximate Cost of Travel	Unit Cost	Quantity	Total
Airfare	\$		\$
Steamship	\$		\$
Lodging	\$		\$
Seminar	\$		\$
Meals	\$		\$
Other	\$		\$
<b>Grand Total</b>			\$

Is funding available in your department's current budget?   ☐ Yes   ☐ No

Submitted by: \_\_\_\_\_  
                                    Department Head                                      Date

Approved:   ☐ Yes   ☐ No                      Comments: \_\_\_\_\_

\_\_\_\_\_  
Town Administrator                                      Date

- Departments under the direct jurisdiction of the Board of Selectmen must submit this form, with the top section, complete, to the Town Administrator PRIOR to the proposed dates of travel.
- Departments should make every effort to take advantage of airline and other travel discounts.
- This form must be completed in full and a copy submitted to the accounts payable office in order to process pertinent invoices and/or employee reimbursements.
- If approved, please keep this form for your files.